

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**National Procedure Checklist No. 1768**

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**Field Office Distribution** All directives are sent to BBS for State Offices and KCMO to access for local printing and distributing. To inquire about the transmission of directives, call the Directives Section at 202-690-0594.

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**National Office Distribution** Notices are available on Internet. Handbooks are printed and distributed to the National Office.

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**Directives on Internet** Notices are available on Internet at [www.fsa.usda.gov/dam/forms/notices.asp](http://www.fsa.usda.gov/dam/forms/notices.asp).

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**Temporary Directives** Temporary directives issued since the last weekly checklist are listed in this table.

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
BU-562 10-22-99	FY 2000 Initial Funding for County Offices	State Offices
CMA-40 10-20-99	Resolving Situations Where the CMA Process Incorrectly Reports PFC Data	CMA's, LSA's, and State and County Offices Except AK, HI, and PR
CMA-41 10-25-99	CMA and LSA Questions and Answers	CMA's, LSA's, and State and County Offices Except AK, HI, and PR
CP-521 10-26-99	Revisions to Shares on FSA-578's	State and County Offices
FLP-89 10-21-99	Processing Shared Appreciation Agreement Suspension Through Finance Office	State and County Offices
LD-488 10-26-99	Small Hog Operation Payment (SHOP) II Program Spotchecks and Adjustments	State and County Offices
LP-1704 10-20-99	Determining Eligibility of Grain Sorghum Varieties	State and County Offices
PF-119 10-22-99	FY 2000 PFC Payments	State and County Offices

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Continued on the next page

**National Procedure Checklist No. 1768 (Continued)**

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**Temporary  
Directives  
(Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
PF-120 10-22-99	FY 2000 PFC Payment Processing	State and County Offices
PF-121 10-22-99	FY 1999 Market Loss Assistance (MLA) Payment Processing	State and County Offices

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**Permanent  
Directives**

Permanent directives issued since the last weekly checklist are listed in this table.

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
7-CN (Rev. 14) Amend. 45 10-22-99	Cotton Loans and Loan Deficiency Payments	KCCO, KCMO, and Cotton State and County Offices
8-LP Amend. 3 10-22-99	Marketing Assistance Loans and Loan Deficiency Payments for 1999 and Subsequent Crop Years	State and County Offices
29-PM Amend. 2 10-26-99	Reduction in Force	FAS, FSA, and RMA Federal Offices

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**Procedure  
Notices**

Procedure notices issued since the last weekly checklist are listed in this table.

<b>PN Issue No.</b>	<b>Date</b>	<b>For</b>
FSA Issue No. 79	10-21-99	State and County Offices

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**Obsolete  
Directives**

Directives made obsolete since the last weekly checklist are listed in this table.

<b>Short Reference</b>	<b>Date of Obsolescence</b>	<b>Made Obsolete By</b>
BU-560	10-22-99	BU-562
LP-1703	10-20-99	LP-1704

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Prefix	Form No.	Edition Date	Form Title	Filename pdf	Filename wpd	Stock By	Unit Issue	Fillable	Used By	WDC Directives	File Code	Remarks
CCC	681-1	09-17-99	Authorization for Delivery of Loan Collateral for Sale	CC0681-1.PDF	nofile.htm	RPL/PDF	MP/2 Head to Head	Y	Counties	7-CP, 2-LP (RICE), 7-LP, 10-SU, 12-AO, 8-LP, 2-LP (HONEY), 2-LP (Grain and Oilseeds), 1-COR, SCOAP Release #334 , 8-LP	N/A	This form was revised and uploaded to the BBS on 10-21-99. Destroy old stock. The Computer Generated version of this form is forthcoming.
CCC	697	10-21-99	Request to Lock in a Market Loan Repayment Rate	CCC0697.PDF	nofile.htm	RPL/PDF	MP/2 Head to Head	Y	Counties	8-LP	N/A	This form was reinstated, revised and uploaded to the BBS on 10-21-99. Destroy old stock of this form dated 09-17-99 or earlier. The Computer Generated version of this form is forthcoming.
FAS	8	11-89	Contact Card	nofile.htm	nofile.htm	PS&SS	Card	N	FAS/F	RF&DH	N/A	This form is obsolete. Destroy all stock.
FAS	274	09-91	Personnel Resource Use and Workload Factors	nofile.htm	nofile.htm	FFH	MP/2 Head to Head	N	FAS/F	N/A	N/A	This form is obsolete. Destroy all stock.
FAS	332	07-87	Position Description Cover Sheet	nofile.htm	nofile.htm	N/A	Sheet	N	N/A	N/A	N/A	This form is obsolete. Destroy all stock.
FAS	413	02-83	Condition of Employment for Det. Home Leave Earnings	nofile.htm	nofile.htm	FFH	Sheet	N	FAS/F	3 FAS/FAM 124.7	N/A	This form is obsolete. Destroy all stock.
FAS	928	10-81	Federal Service Summary Worksheet	nofile.htm	nofile.htm	Orig. Div.	Sheet	N	HRD	N/A	N/A	This form is obsolete. Destroy all stock.
FAS	930	02-86	FAS Identification Card	nofile.htm	nofile.htm	Orig. Div.	Card	N	MSD	N/A	N/A	This form is obsolete. Destroy all stock.
FAS	935	01-84	Office Head Performance Appraisal by Chief of Mission	nofile.htm	nofile.htm	N/A	MP/2 Head to Head	N	N/A	N/A	N/A	This form is obsolete. Destroy all stock.

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1/ Filing codes pertain only to State and County Offices.

**NOTE:** NOFILE.HTM indicates that there is no electronic files available.

Prefix	Form No.	Edition Date	Form Title	Filename pdf	Filename wpd	Stock By	Unit Issue	Fillable	Used By	WDC Directives	File Code	Remarks
FAS	941	11-82	Qualification Analysis	nofile.htm	nofile.htm	Orig. Div.	Sheet	N	HRD	N/A	N/A	This form is obsolete. Destroy all stock.
FAS	944	09-84	Publication Renewal Notice	nofile.htm	nofile.htm	ISMD	SM	N	INFO	2 FASR 10	N/A	This form is obsolete. Destroy all stock.
FAS	948	10-89	Official Receipt (For payment of Foreign Agriculture Circulars)	nofile.htm	nofile.htm	Orig. Div.	Sheet	N	INFO	2 FASR 10	N/A	This form is obsolete. Destroy all stock.
FAS	952	11-83	Foreign Service Secretary Notes	nofile.htm	nofile.htm	N/A	Sheet	N	N/A	N/A	N/A	This form is obsolete. Destroy all stock.
FAS	957	06-84	Expedite Unaccompanied Baggage Label	nofile.htm	nofile.htm	Orig. Div.	Label	N	MSD	N/A	N/A	This form is obsolete. Destroy all stock.
FAS	986	06-88	Outgoing Correspondence Tally	nofile.htm	nofile.htm	FFH	Sheet	N	FAS/F	FAS-274	N/A	This form is obsolete. Destroy all stock.
FAS	987	06-88	Incoming Telephone Calls	nofile.htm	nofile.htm	FFH	Sheet	N	FAS/F	FAS-274	N/A	This form is obsolete. Destroy all stock.
FAS	998	02-95	Routing Slip	nofile.htm	nofile.htm	Orig Div.	Sheet	N	MSD	N/A	N/A	This form is obsolete. Destroy all stock.
FAS	1004	05-91	FAS Notice Format	nofile.htm	nofile.htm	PS&SS	Sheet	N	FAS/W	N/A	N/A	This form is obsolete. Destroy all stock.
FAS	1008	02-90	Disclosure of Lobbying Activities	nofile.htm	nofile.htm	Orig. Div.	MP/2	N	Cooperators, MPP Participants	N/A	N/A	This form is obsolete. Destroy all stock.
FAS	1011	02-92	Payment of Travel and Transportation Expenses	nofile.htm	nofile.htm	N/A	Sheet	N	N/A	N/A	N/A	This form is obsolete. Destroy all stock.
FAS	1012	06-92	Letterhead for the Administrator	nofile.htm	nofile.htm	FAS	Sheet	N	FAS	N/A	N/A	This form is obsolete. Destroy all stock.

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Prefix	Form No.	Edition Date	Form Title	Filename pdf	Filename wpd	Stock By	Unit Issue	Fillable	Used By	WDC Directives	File Code	Remarks
FAS	1013	N/A	Buck Slip for the Assistant Administrator for Management	nofile.htm	nofile.htm	N/A	Sheet	N	N/A	N/A	N/A	This form is obsolete. Destroy all stock.
FAS	1017	N/A	Buck Slip for Agricultural Minister-Counselor	nofile.htm	nofile.htm	N/A	Sheet	N	N/A	N/A	N/A	This form is obsolete. Destroy all stock.
FCIC Prov.	98-029	N/A	Cranberry Crop Provisions	nofile.htm	98029CRA.WPD	RPL/WP	MP/3 Head to head	N	Insurance Providers and Producers	N/A	N/A	Provision is obsolete; remove old files. 98-029 Cranberry replaced by 99-058.
FmHA	1924-5	08-93	Invitation For Bid (Construction Contract)	1924-5.PDF	nofile.htm	RPL/PDF	MP/5 Head to Foot	Y	FSA,RD	FMI 5-12-87, 1901-E, 1924-A	Position 6	This form was converted to PDF fillable format and uploaded to the BBS on 10-27-99. Use old stock.
FSA	219	10-20-99	Authorization for Field Printing	nofile.htm	nofile.htm	MSD	Set/4 NCR	N	WDC, States	15-AS	N/A	This form has been revised. Destroy old stock. A distribution has been made. Order from "Stocked by" location. Tentative delivery date is 11-20-99.
FSA	1951-F-8 GuLt.	10-21-99	Letter Reminding Borrowers of Graduation Requirement and OL and FO Time Restrictions	1951F-8.PDF	nofile.htm	RPL/PDF	Sheet	N	Counties	1951-F, FSA PN Issue No. 79.	N/A	This guide letter was revised and uploaded to the BBS on 10-21-99. Destroy old stock.
FSA	1951-T-1 FmLt.	10-07-99	Notification of the Availability of the Disaster Set-Aside Program	1951T-1.PDF	nofile.htm	RPL/PDF	Sheet	N	FSA	FSA Transferred Instruction 1951-T. Referenced in FSA PN Issue No. 78.	N/A	This Form Letter was converted to PDF format; it was uploaded to the BBS on 10-22-99. When printing this Form Letter use instructions for printing Agency Letterhead.
FSA	Unnumbered 43	10-99	USDA Business Card Order Form	BUSCARD.PDF	nofile.htm	RPL/PDF	MP/3 Head to Head	Y	FSA, FAS, and RMA	Notice AS-1998	N/A	This form is new; it was uploaded to the BBS on 10-20-99.

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Prefix	Form No.	Edition Date	Form Title	Filename pdf	Filename wpd	Stock By	Unit Issue	Fillable	Used By	WDC Directives	File Code	Remarks
KC	315	10-19-99	Promissory Note Payment Invoices	nofile.htm	KC0315.WPD	RPL/WP	Bookset	Y	DMD-PCB	N/A	N/A	Revised Form; destroy old files dated 4-18-95. Multi-part form is printed and assembled as a coupon bookset. WordPerfect file uploaded to the BBS on 10-22-99.
KC	327-CR	10-22-99	Domestic Offer Form - CR1	nofile.htm	KC327CR.WPD	RPL	MP/5 Head to head	N	D&DOD	N/A	N/A	Revised form; destroy old files dated 9-99. WordPerfect form uploaded to the BBS on 10-22-99.
KC	327-FC	10-22-99	Domestic Offer Form - FC6 (Commercial or USDA Labels w/Cereal Names)	nofile.htm	KC327FC.WPD	RPL/WP	MP/3 Head to head	N	D&DOD	N/A	N/A	Revised form; destroy old files dated 4-98. WordPerfect form uploaded to the BBS on 10-22-99.
KC	327-MC	10-22-99	Domestic Offer Form - MC3	nofile.htm	KC327MC.WPD	RPL/WP	MP/5 Head to head	N	D&DOD	N/A	N/A	Revised form; destroy old files dated 5-1-98. WordPerfect form uploaded to the BBS on 10-22-99.
KC	327-PA	10-22-99	Domestic Offer Form - PA6	nofile.htm	KC327PA.WPD	RPL/WP	MP/8 Head to head	N	D&DOD	N/A	N/A	Revised form; destroy old files dated 8-99. WordPerfect form uploaded to the BBS on 10-22-99.
KC	327-RC	10-22-99	Domestic Offer Form - RC5 (Commercial or USDA Labels w/Cereal Name)	nofile.htm	KC327RC.WPD	RPL/WP	MP/3 Head to head	N	D&DOD	N/A	N/A	Revised form; destroy old files dated 04-98. WordPerfect form uploaded to the BBS on 10-22-99.
MISC PUB	MP38 Spanish	6-99	Introduccion al Manejo de Riesgos - Como Entender los Riesgos Agricolas para: Produccion, Mercadotecnia, Finanzas, Aspectos Legales, Recursos Humanos	nofile.htm	nofile.htm	KC	Booklet	N	All offices	N/A	N/A	New miscellaneous publication now available from KCMO warehouse; Refer to Miscellaneous Publication (MP) Item 38 Spanish when requesting.

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Prefix	Form No.	Edition Date	Form Title	Filename pdf	Filename wpd	Stock By	Unit Issue	Fillable	Used By	WDC Directives	File Code	Remarks
MISC PUB	MP44	10-99	Minority Farmers - Enriching the Tapestry of American Agriculture	nofile.htm	nofile.htm		Pamphlet	N	All Offices	N/A	N/A	Miscellaneous publication now available for ordering from KCMO warehouse. Refer to Miscellaneous Publication (MP) Item 44 when requesting.

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**National Procedure Checklist No. 1768 (Continued)**

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**State Office**                      The reports due in November are listed in this table.  
**Reports**  
**Calendar**

<b>Due Date</b>	<b>Title</b>	<b>Directive Requiring Report</b>
11-05-99	Cost-Share Requests Status Report (CEP-50R)	1-CONSV
11-05-99	Progress Report for ACP (ACP-305)(CEP-16R)	1-CONSV
11-05-99	Progress Report for ECP (ACP-305)(CEP-18R)	1-CONSV
11-05-99	Progress Report for RCWP (ACP-305)(CEP-25R)	1-CONSV
11-05-99	Progress Report for SIP (ACP-305)(CEP-46R)	1-CONSV
11-05-99	Progress Report for ECPHS (ACP-305)(CEP-52R)	1-CONSV
11-05-99	Progress Report for ECPHSF (ACP-305)(CEP-55R)	1-CONSV
11-05-99	Progress Report for ECPMWF (ACP-305)(CEP-56R)	1-CONSV
11-05-99	Progress Report for ECPMWF2 (ACP-305)(CEP-57R)	1-CONSV
11-15-99	Livestock Feed Program, EFP and EFAP Program (ASCS-646) (EIP-54R)	8-DF
11-15-99	RCWP Status Report (CEP-28R)	1-RCWP
11-22-99	Reconciliation of Peanut Basic and Effective Quota (PA-126R)	1-PN
11-15-99	Late Voucher Report (NAP-1R)	2-NAP
11-15-99	LA Interest Payment Report (NAP-2R)	2-NAP